



This document is scheduled to be published in the Federal Register on 05/29/2012 and available online at <http://federalregister.gov/a/2012-12985>, and on [FDsys.gov](http://FDsys.gov)

## **GENERAL SERVICES ADMINISTRATION**

**[Notice-FMR-2012-G-03; Docket No. 2012-0004, Sequence 3]**

### **Improving Mail Management Policies, Procedures, and Activities**

**AGENCY:** Office of Governmentwide Policy, General Services Administration (GSA).

**ACTION:** Notice of FMR Bulletin G-03.

**SUMMARY:** The General Services Administration (GSA) has issued Federal Management Regulation (FMR) Bulletin G-03 which provides guidance to Executive Branch agencies for improving mail management policies, procedures, and activities. FMR Bulletin G-03 and all other FMR Bulletins may be found at <http://www.gsa.gov/portal/content/102955#MailManagement>.

**DATES:** Effective Date: This notice is effective **[Insert date of publication in the Federal Register]**.

Applicability Date: This notice applies to Mail Management Policy performed on or after May 2, 2012.

**FOR FURTHER INFORMATION CONTACT:** Mr. Derrick Miliner, Office of Governmentwide Policy (MAF), Office of Asset and Transportation Management, General Services Administration at (202) 273-3564 or via e-mail at [derrick.miliner@gsa.gov](mailto:derrick.miliner@gsa.gov). Please cite FMR Bulletin G-03.

**SUPPLEMENTARY INFORMATION:** In an effort to cut waste, increase sustainable practices, remain in compliance with Executive Orders and the Federal Management Regulation, Federal agencies internal policies should address the four requirements described in this bulletin. These include: (1) consolidation of mail

including presorting; (2) reductions of hard copy agency-to-agency mailings; (3) sustainable mail practices; and (4) secure mail for teleworkers.

Dated: May 16, 2012

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**[BILLING CODE 6860-14]**

[FR Doc. 2012-12985 Filed 05/25/2012 at 8:45 am; Publication Date: 05/29/2012]